

MEMORANDUM TO: Foreign Broadcast Information Service

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Date : 29 September 1948

In accordance with the letter of 22 September 1948 of [redacted] Acting Chief, Supply Division, CIA, the following office equipment and supplies are being shipped to you [redacted]

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- 1) 1-four drawer, three-combination fireproof file safe. Combination for unlocking safe is on inside page of "Directions" attached to original of this letter.
- 2) 1-Typewriter, L.C. Smith, standard #1A1609839-11.
- 3) 1-Typewriter, Underwood Portable #G1596964.
- 4) 1-Typewriter Stand, metal, adjustable, wood top.
- 5) 1-Rubber pad for typewriter.
- 6) 4-Chair pads.
- 7) Miscellaneous items: 2-Webster's Collegiate dictionaries; 1-Russian-English dictionary - M. A. O'Brien; 2-Esterbrook pens; 2-pen holders; 2-pr. scissors; 1-pencil sharpener; 1-hole punch; 1-stapler and staples; envelopes and folders; 1-cardboard case 6 1/2 x 11 1/2; 2-dble reams Bond paper, 8 x 10 1/2; 1-dz. lined pads; 4-boxes carbon paper, 8 x 10 1/2; 1-pkge. federal forms; 2-shorthand notebooks; 1-box rubber bands; 1-box guide cards; 1-box folder labels; 1-stamp pad and 3-stamps; 2-sponge cups with sponges; 1-clamp-board and 1-small box of erasers, staple removers (2) etc.

The number of pieces: six.

Sincerely,

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